



NOVEMBER 2024 | MAYOR'S OFFICE OF CONTRACT SERVICES



Wishing Everyone A Wonderful Thanksgiving!

As we reflect with gratitude, we want to **give thanks** to everyone who helped make our recent achievements towards our core mission: ensuring the City of New York procures, contracts and pays both promptly and predictably as possible:



Nearly twice as many FY26 human services contracts were submitted on time for Comptroller registration. That's 812 FY26 contracts, compared to 430 in FY25.

Discretionary Grant Pilot speeds up award payment. Launched in partnership with City Council and several City Agencies, the pilot is already showing strong results with payments beginning for the first batch of agreements. We anticipate the grant cycle time from award to payment to be four months – **far faster** than the traditional one-year method.

Advances helped support sector cashflow. Together with several Agencies and City Hall, we implemented a directive for **50% advances** on eligible human services contracts for nonprofits, allowing for service continuity.

Twice as many contracts were awarded to M/WBEs using the M/WBE Small Purchase Method in FY25 compared to FY23. This represents nearly **\$350 million** in contract value in FY25 and reflects the impact of the M/WBE small purchase threshold increase in 2023.

Thank you for your dedication and collaboration.

Kim L. Yu, Director and Chief Procurement Officer, MOCS



Upcoming Vendor Training

December 9th:
Budget Submission
(Online Webinar)
[Register here.](#)

December 11th:
Submitting Invoices
(Online Webinar)
[Register here.](#)

December 17th:
Procurement 101
(Online Webinar)
[Register here.](#)

January 13th:
Subcontracting in PASSPort for Prime Vendors
(Online Webinar)
[Register here.](#)

January 2026:
Discretionary Funding Process
(Online Webinar)
[Register here.](#)



Coming Soon: Electronic Payroll Reports!

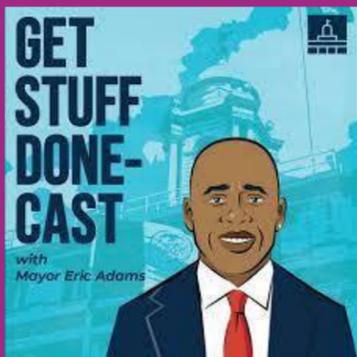
Please be advised that a new section 220-j in Article 8 of the NYS Labor Law will require contractors and subcontractors to submit electronic certified payroll reports for public work contracts.



COMPASS RFPs: All Proposals Received!

The solicitation phase for the two COMPASS After-School Program Requests for Proposals (RFPs) has **concluded. Good luck** to all the nonprofits!

DYCD anticipates making contract award selections in **Spring 2026.** If your



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In accordance with this new section, the City is developing a publicly accessible online database of electronic certified payroll reports.

All certified payroll reports for **contracts (bid for) on or after December 31, 2025** will be required to be submitted electronically through this system.

Stay tuned for more updates!

organization is **selected** for a contract award, you'll get next steps by email. [Track your Status in PASSPort](#) and, refer to the ["What Happens Next" chapter of the COMPASS RFP guide](#).

Only Filed vendors can be awarded City contracts. COMPASS proposers who are not Filed yet, should complete Enrollment **by the end of December**.

Learn how to Get Filed and confirm your status with "Step 5" in the [COMPASS RFP "5 Steps" guide](#).

HEAR FROM ERIC

[Sign up here for the Mayor's newsletter](#) to receive exclusive content, breaking news, and updates on our work – all tailored to your interests.



[Listen to Mayor Adam's NEW Get Stuff Done-Cast podcast here!](#)



Coming This Winter: PASSPort Vendor Reports!

This winter, PASSPort will launch the Reporting Central Hub, a new tab that gives vendors and City agencies quick, direct access to data across solicitation responses, contracts, and financials. PASSPort Vendor Reports will save you time by putting everything in one place.

These new Vendor Reports will make it faster and easier to track activity and monitor progress. Stay tuned for further updates in upcoming Contracting News editions.

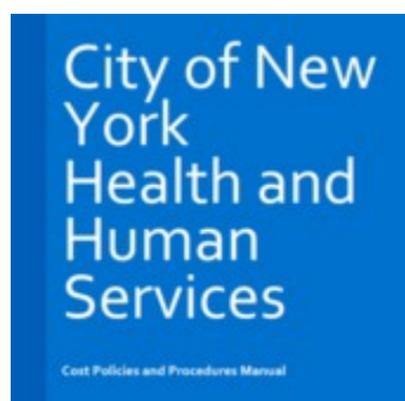
WHAT TO KNOW

What To Know: Prequalification Renewal

Did you know you must have an approved HHS Prequalification (PQL) to respond to human/client service solicitations in PASSPort?

Join MOCS Assistant Director Mahima Mim as she explains HHS Prequalification in PASSPort!

[Watch the video!](#)



The FY27 ICR Application Period Is Open Thru Next Month!

The Fiscal Year 2027 (FY27) Indirect Cost Rate (ICR)



Don't Miss Out on Discretionary Funding!

Hey Discretionary Awardee – Complete the Procedural Requirements for the FY26 City Council Discretionary



Submit your FY26 Invoices TODAY!

If you have not submitted Fiscal Year 2026 (FY26) invoices in PASSPort, get started today to avoid delays in payment and to ensure your FY27 advance is released on schedule.

application period for eligible providers is still open and will continue to run through December!

This timeline serves to align with provider audit and budget schedules.

Missed out on our FY27 Indirect Cost Rate Initiative Launch Webinar? [Watch the full session!](#)

Visit the [ICR webpage](#) on the MOCS website to stay up to date.

Awards!

Make sure your organization has met the requirements for discretionary award clearance.

Please check out the [Discretionary Award Tracker](#) for your award status, and complete any outstanding requirements to facilitate timely payment.

Refer to the [MOCS Discretionary Award Process page](#) for more information.

Timely invoicing keeps your cash flow steady throughout the year. As a general guideline, staying on pace means recouping at least 25% of your FY26 advance by January 2026.

Submitting invoices consistently helps make sure your contract remains current

and in compliance and prevents any delays to next year's advance.

To track your remaining funds in PASSPort, go to Contracts > Manage My Contracts. All Budgeted, Invoiced, and Remaining Funds are found in the "Header" tab.



Tips for Finding Subcontractors

NYC contracts often allow for the use of subcontractors, and building a strong team starts with choosing the right partners, including reliable and qualified subcontractors.

For detailed instructions and additional tips, check out our guide: [Tips for Finding Potential Subcontractors](#).

- [Search the Online Directory of NYC Certified Businesses](#) for M/WBEs and city-certified vendors.
- [Use Checkbook NYC](#) to review current and historical NYC contract holders, including vendors who worked as subcontractors in the past.
- [Browse Vendors on PASSPort Public](#) to look up Filed vendors that want to do business with the City.
- [Attend In-Person Procurement and Matchmaking Events](#) for opportunities to connect with potential subcontractors face-to-face.

To learn about Subcontracting in PASSPort, including how to request subcontractor approvals, record subcontractor payments, and more, refer to the [Subcontract Management in PASSPort](#) learning resources.



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